

**BY ORDER OF THE COMMANDER (AFMC)
HEADQUARTERS 377TH AIR BASE WING
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**



KAFB INSTRUCTION 13-201

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Space/Missile/Command and Control

**CONTROL AND OPERATION OF VEHICLES
ON THE FLIGHTLINE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AF Policy Directive 13-2, Air Traffic Control, Airspace and Range Management and establishes the base flightline driver's program. It applies to all units operating vehicles on the airfield. This publication incorpoates Change 1, 25 August 1997.

SUMMARY OF REVISIONS

Makes driver's training and certification for temporary duty (TDY) personnel and official visitors the responsibility of the host unit or 377 ABW/OTM; adds requirement for flightline driver's tests administered by Airfield Management Office; establishes the Kirtland AFB Flightline Driver's Training Program; identifies the airfield movement areas; returns most flightline driving responsibilities to unit commanders and vehicle control officers (VCO); deletes requirement for government owned vehicle (GOV) flightline decals and deletes requirement for Standard Form 46.

1. Flightline Driver's Training Program.

1.1. The Chief, Airfield Management (CAM), 377th Air Base Wing (377 ABW/OTM), is responsible for the Flightline Driver's Training Program. The CAM trains the unit vehicle control officers (VCOs). The VCOs and their respective unit commanders administer their unit's flightline driving program. Units without VCOs should contact 377 ABW/OTM.

1.2. Driver's training and certification for temporary duty (TDY) personnel and official visitors are the responsibility of the host unit, if applicable, or 377 ABW/OTM. Prior to operating a vehicle on the Kirtland flightline, these individuals must:

1.2.1. Provide proof of certification for flightline driving from their home unit.

1.2.2. Be briefed on local procedures by the host unit's VCO or the CAM representative.

2. Flightline Driver's Training Program Forms:

2.1. AF Form 171, Request for Driver's Training and Addition to US Government Driver's License. The AF Form 171 is initiated at unit level as follows:

2.1.1. The statement, "Individual has received day and night flightline on-the-job training orientation," must be annotated on AF Form 171 and signed by the trainer.

2.1.2. The unit commander or VCO must sign AF Form 171 certifying that the applicant has satisfactorily completed prescribed training requirements and does not have a color-vision impairment that would preclude driving on the flightline.

2.1.3. Upon successful completion of the flightline written test administered at OTM, the individual's AF Form 171 will be signed by CAM or designated representative and given to the individual for return to the unit.

2.1.4. The AF Form 171 is the primary source of documentation for flightline driving. Unit VCOs will retain AF Form 171 until individuals are no longer assigned to the unit or authorized to drive on the Kirtland flightline.

2.1.5. Semiannual refresher training is required and documented on the AF Form 171 by the VCO.

2.2. AF Form 483, Certificate of Competency. The AF Form 483 is completed and issued by OTM. This card authorizes an individual to drive on the Kirtland AFB flightline and must be signed by the CAM or designated representative. All personnel who drive on the flightline must have a valid AF Form 483 in their possession. A valid state driver's license is one of the prerequisites for issuance of an AF Form 483.

2.3. AF Form 2293, US Air Force Motor Vehicle Operator Identification Card. Individuals in possession of the AF Form 2293 annotated, "Authorized KAFB Flightline," will be authorized to operate vehicles on the flightline. Annual training is required.

2.4. KAFB Form 21, KAFB Flightline Pass--POV. Issuance will be kept to an absolute minimum and will only be approved by the chief of Airfield Management or representative. It will be affixed to the upper center of the vehicle windshield. NOTE: AF Form 483 is mandatory.

2.5. KAFB Form 47, Temporary KAFB Vehicle Flightline Pass . Official visitors, inspector general teams, certain contractor vehicles, and other drivers as determined by 377 ABW/OTM are issued KAFB Form 47 as flightline vehicle authorization. This form will always bear an expiration date and must be displayed in the windshield whenever the vehicle is on the flightline.

2.6. Optional Form 346, US Government Motor Vehicle Operator's Identification Card is required for personnel operating other than general purpose vehicles over 14,000 pounds gross vehicle weight. The form will be annotated with Kirtland flightline authorization.

3. Responsibilities.

3.1. Unit Commanders . Commanders of units requiring assigned personnel to drive on the flightline will:

- 3.1.1. Ensure a flightline driving program is administered under this and other referenced directives.
- 3.1.2. Ensure vehicle control officers are screened and have sufficient grade and experience to discharge their duties. Ensure the VCOs are available within 15 days of appointment for training.
- 3.1.3. Limit the number of personnel who drive on the flightline to the minimum necessary to accomplish the unit's mission.
- 3.1.4. Administer unique driver's training requirements independently as long as they meet or exceed the requirements of this regulation. Contact 377 ABW/OTM directly for clarification.

3.2. Unit VCOs will:

- 3.2.1. Provide classroom training in practical flightline driving procedures and rules. Ensure the trainee is familiar with this and other referenced directives.
- 3.2.2. Ensure the trainee is qualified to drive the type of vehicle assigned and possesses a valid state or government driver's license.
- 3.2.3. Ensure individuals selected to drive on the flightline do not have a vision impairment which would preclude safe vehicle operation. A color-vision test will be administered by the USAF Hospital to ensure the prospective driver is able to distinguish between the red, green, and white control tower light-gun signals. This test is administered in flight medicine at the hospital Monday through Thursday from 1400 to 1500. VCOs will annotate AF Form 171 accordingly.
- 3.2.4. Ensure trainees are administered a day and night flightline orientation ride. Develop a pre-test to measure knowledge of flightline driving procedures unique to a specific unit.
- 3.2.5. Make appointments with OTM for their unit's personnel to take the flightline driver's test.
- 3.2.6. Ensure AF Form 171 is properly filled out and given to individuals prior to testing at OTM.
- 3.2.7. Maintain current publications, forms, and records, associated with the unit's flightline driving program.
- 3.2.8. Document initial and recurring training on all unit personnel's AF Form 171.

3.3. 377 ABW/OTM will:

- 3.3.1. Develop a base flightline VCO training program.
- 3.3.2. Train and certify the unit's VCOs.
- 3.3.3. Administer written flightline driver's tests. This test, consisting of twenty-five multiple-choice questions, will be developed by the Chief of Airfield Management. Minimum passing score for this test is 80 percent. This test will be administered every Wednesday morning at 1000 hours in Building 333, room S210.
- 3.3.4. Suspend or revoke flightline driving privileges, when necessary. Random checks will be conducted to check for documentation, vehicle condition, and driver knowledge. Individuals may have all flightline driving privileges revoked for 30 days on first offense, 60 days on second offense and permanently revoked on third offense.
- 3.3.5. Assist VCOs, when appropriate, in the administration of unit's flightline driver's program.

3.3.6. Train, certify, and issue flightline authorization to contractors working on the airfield, drivers of commercial delivery vehicles, drivers of privately owned vehicles (POVs) and TDY personnel.

3.4. 377 ABW Safety Office will assist the CAM in developing the base program and with mishap investigations.

4. Unit Flightline Drivers Training Program. Minimum requirements for a unit's flightline driver's training program are:

- 4.1. Review of applicable directives and forms.
- 4.2. Color-vision testing.
- 4.3. Flightline orientation ride procedures.
- 4.4. Airfield Management test and unit test.
- 4.5. Clear understanding of:
 - 4.5.1. Flightline restricted and controlled areas and authorized entry and exit control points (ECPs).
 - 4.5.2. Speed limits.
 - 4.5.3. Applicable runway and taxiway markings.
 - 4.5.4. Vehicle parking and chocking requirements.
 - 4.5.5. Control tower light-gun signals.
 - 4.5.6. Tower controlled movement areas.
 - 4.5.7. Kirtland AFB limited movement areas.
 - 4.5.8. Runway entry, exit and crossing procedures.
 - 4.5.9. Two-way radio procedures (control tower and vehicle).
 - 4.5.10. Operational procedures in vicinity of aircraft.
 - 4.5.11. Foreign object damage (FOD) control and prevention.
 - 4.5.12. Night and inclement weather driving techniques.
 - 4.5.13. Vehicle traffic flow.
 - 4.5.14. Operations and situations peculiar to the unit.
 - 4.5.15. Parking or driving on Delta transient ramp.

5. Privately Owned Vehicles (POVs) on the Flightline.

5.1. POVs will not be operated on any area designated as "flightline" unless specifically authorized by the following:

- 5.1.1. When authorized by the Chief, Airfield Management Division for special occasions and significant events.
- 5.1.2. When issued a KAFB Form 21 or KAFB Form 47.

5.2. "Echo" Apron is the only area authorized for driving and parking of privately owned vehicles.

5.2.1. Privileges will be authorized through the 58th Special Operations Wing (SOW) Vice Commander.

5.2.2. All vehicles operating on "Echo" Apron must have a KAFB Form 21 prominently affixed to the vehicle windshield. Possession of AF Form 483 is also mandatory.

6. Commercial and Contractor Vehicles on the Flightline.

6.1. Contractor and commercial vehicles may be authorized to operate on the flightline in the performance of official business. The CAM will ensure vehicle operators have read and signed letters of understanding on flightline driving (see Attachment 2). One copy of the letter will be filed at 377 ABW/OT and one must be maintained by the individual while on the flightline. KAFB Form 47 will be issued for the specified period of the contract and will be displayed at all times while on the flightline.

6.2. Commercial vehicles entering the flightline in support of operations in Building 1000, 1001, and 1002 do not require flightline decals. However:

6.2.1. Units receiving vendor service are responsible for the safety and security of their own vendors.

6.2.2. Supported units will brief all commercial vehicle operators servicing their areas and enforce all requirements of this regulation. Vendors not in compliance will be denied flightline access.

6.2.3. Vendors will use marked roadways at all times.

7. Flightline Driving Procedures.

7.1. General Procedures.

7.1.1. Due to the unique joint use of the airfield and runway at Kirtland AFB, vehicles authorized on the airfield and runway will be kept to a minimum. Agencies authorized on the airfield are: crash, fire and rescue, Transient Alert, civil engineer's sweeper, barrier maintenance and Base Operations. Two-way radio contact with the Federal Aviation Administration (FAA) control tower is mandatory at all times while operating on the airfield surface. (AF Form 483 is also mandatory).

7.1.2. Vehicles will not be operated on the flightline unless on a specific mission involving duties or tasks to be performed on the flightline. When operating on the flightline, vehicles will use the marked vehicle traffic lines to the maximum extent possible. All vehicles entering the flightline will have tires checked for FOD. Vehicles operating on unpaved surfaces must check tires prior to returning onto the paved surface. (Unpaved surfaces should be avoided).

7.1.3. Vehicles and pedestrians are not allowed on taxiways or runways without two-way radio contact with the FAA control tower. Vehicles without radio contact must be escorted by a vehicle having such contact. Pedestrians and vehicular traffic MUST avoid all helipads at all times.

7.1.4. Vehicles will not cross taxiways or runways if another suitable route to their destination exists. Vehicle operators will always visually clear their path prior to crossing any runway or taxiway. When any doubt exists about instructions from the tower, vehicle operators will call and ver-

ify clearances prior to crossing taxiways and runways. Vehicle operators must read back any instructions involving "holding short " or "clearance across" instructions for any runway.

7.1.5. Vehicle and pedestrian traffic will give way to all operations involving movement of aircraft.

7.1.6. Operations on the active runways or taxiways will have a standard tower signal placard displayed in plain view. The following signals are available from the Albuquerque Tower:

7.1.6.1. Steady green -- clear to cross.

7.1.6.2. Steady red -- STOP.

7.1.6.3. Flashing red -- clear active runway.

7.1.6.4. Flashing white -- return to starting point

7.1.6.5. Flashing red and green -- general warning -- exercise extreme caution.

7.1.7. GOVs do not require any special flightline identification decals.

7.1.8. Drivers will radio the tower to receive specific tower clearance prior to entering any movement area. If there are several vehicles in a group, the lead vehicle will acquire clearance for the group. Drivers must have a clear understanding of control tower instructions when crossing or operating on either the runway or landing zone. Acknowledge instructions received from the tower by repeating the same (i.e., "Understand all vehicles clear to cross" or "holding short").

7.1.9. Continuous radio contact must be maintained when personnel or vehicles are in the controlled movement area. If personnel working in the controlled movement area are out of the vehicle and the vehicle is not equipped with an external speaker system, someone in the work party must remain inside the vehicle to monitor the radio and relay tower instructions.

7.1.10. When instructions are received to exit or clear the controlled movement area, immediate action must be taken to move all personnel and equipment at least 100 feet from the runway or landing zone edge. Report when clear.

7.1.11. Be alert for radio failure while in the controlled movement area and immediately clear the runway or landing zone if communication is lost. Remain clear until contact is restored. If the tower becomes aware that radio failure has occurred, they will use the light-gun to communicate instructions.

7.1.12. Perimeter access roads are restricted to specific agencies: crash, fire and rescue, fuels (POL), ambulance, Transient Alert (TA), Security Police (SP), New Mexico Air National Guard (NMANG), auxiliary ground equipment, (AGE), civil engineer's sweeper, and Airfield Management Division personnel (OT).

7.2. Responsibilities.

7.2.1. 377 ABW/OT will monitor and control the operation of vehicles on the flightline and airfield.

7.2.2. Security Police will ensure safe vehicle operation on the airfield by monitoring traffic and issuing citations for unsafe vehicle operations (speeding, reckless driving, and other dangerous or improper acts).

7.3. Speed Limits.

7.3.1. Except in unusual cases, general purpose vehicles and bicycles will not operate at speeds greater than 15 miles per hour (MPH) while on the flightline.

7.3.2. Special purpose vehicles will not exceed 10 MPH.

7.3.3. Any vehicle within 50 feet of an aircraft will not exceed 5 MPH.

7.3.4. Aircraft will not be towed in excess of 5 MPH at any time.

7.3.5. FOLLOW ME vehicles are permitted to exceed the normal 15 MPH flightline speed limit to accommodate the optimum safe taxiing speed of aircraft.

7.3.6. Emergency and security response vehicles responding to an immediate situation will be operated at prudent, safe speeds so as not to jeopardize personnel or equipment.

7.4. Vehicle Operating Procedures on Aircraft Ramps and Aprons.

7.4.1. Before driving on the flightline, each vehicle operator will ensure all equipment is properly secured and a FOD check is completed.

7.4.2. When driving within 25 feet of an aircraft, vehicles will approach parked aircraft at right angles with the driver's side of the vehicle closest to the aircraft. Vehicles, except for priority, special use and mission essential vehicles, will not be driven between aircraft.

7.4.3. Only vehicles directly engaged in aircraft cargo loading or unloading, refueling, de-icing, or aircraft maintenance are permitted closer than 10 feet to parked aircraft.

7.4.4. Any vehicle stopped or parked within 10 feet of an aircraft will have at least one tire chocked. When backing-up, always use a spotter.

7.4.5. Parked vehicles will have the engine shut off, key left in the ignition, transmission in park (automatic) or reverse (standard), and parking brake set. Aircraft servicing support vehicles which require the vehicle engine as a power source for auxiliary components may be left running while unoccupied, but ensure the parking brake is set, transmission is in park (automatic) or neutral (standard), and rear wheel is chocked. All parked serviceing vehicles will have the parking lights on during inclement weather and during hours of darkness. EXCEPTION: AGE-towing vehicles will have emergency flashers on. These vehicles may be placed in neutral while the driver completes hookup operations. Drivers must shut off vehicle, set parking brake and place vehicle in park or reverse, if they do not drive off with the AGE equipment immediately following hookup. Away from aircraft parking areas, security considerations shape decisions about leaving engine running or leaving keys in unattended vehicles. Do not leave unattended vehicles on the flightline.

7.4.6. Moving vehicles will use headlights during inclement weather and during hours of darkness except when the beams would be directed at an aircraft with engines operating. In these instances, temporarily switch to parking lights.

7.4.7. Do not pass on marked roadways.

7.4.8. Vehicles will not be driven or parked closer than 25 feet in front of or 200 feet behind an aircraft with engines operating or about to be started.

7.4.9. Always give way to taxiing aircraft or one being towed.

7.5. Bicycle Authorization. Unit commanders may authorize bicycles on any ramps which they normally use subject to the following restrictions:

7.5.1. The bicycle must be easily identifiable as a flightline vehicle through the use of distinctive placards, flags, or markings. (NOTE: Operators must have a valid AF Form 483 in their possession).

7.5.2. Bicycles may only be employed in unit mission activities.

7.5.3. Night operations must be conducted with extreme caution. All bicycles operated on the ramps must have working front and rear lights.

7.5.4. No bicycles may be left unattended on any ramp at any time.

BARBARA L. SAWYER, Capt, USAF
Chief, Base Information Management

Attachment 1

GLOSSARY OF REFERENCES AND TERMS

References

AFI 13-213, Airfield Management and Base Operation

AFMAN 24-306, Manual for the Wheeled Vehicles Driver

AFI 24-301, Vehicle Operations

AFMAN 48-123, Medical Examination and Standards

AFOOSH Standard 127-100, Aircraft Flightline/Ground Operations and Activities.

Terms

Airfield—A generic term encompassing the runway, taxiways, infield and the grounds surrounding the runway.

Circle of Safety—An imaginary area surrounding each parked aircraft that vehicles may not normally penetrate. This area extends 10 feet beyond the nose, tail, and wing tips of an aircraft. Only essential vehicles may penetrate this circle.

Flightline Road—The marked east-west vehicular route at the extreme northern edge of the main aircraft parking aprons A, B, and E that extends the full length of the aprons.

General Purpose—A commercial type vehicle that has not been modified for a special mission.

Vehicles Flightline—All areas to which aircraft have direct taxi access. This includes the movement areas, all ramps, hangars, and some unimproved areas.

Kirtland AFB Limited Movement—Includes aprons A, B, C, D, and E, and the New Mexico Air National Guard apron. Vehicular traffic in these areas is limited to official business. Two-way Areatradio contact with the tower is not required.

Parked vehicles—Vehicles which are unattended, e.g., no operator in the driver's seat.

Priority Vehicles—Crash, fire and rescue vehicles, ambulances, and Security Police vehicles responding to emergency or immediate response situations have operational priority over and will not be obstructed by other vehicles.

Special Purpose Vehicles—Government vehicles designed for a special purpose, such as tugs, forklifts, ambulances, crash, fire and rescue, FOLLOW ME, etc.

Standing Vehicles—Vehicles which are stopped but are attended by an operator in the driver's seat.

Tower Controlled Movement Area—All runways, taxiways, and helipads. At Albuquerque International Airport, FAA control tower exercises direct radio control over all the movement areas. Two-way radio contact with the tower is required before entry. Prior to entering the control movement area, come to a complete stop at least 100 feet from the movement area edge and request clearance from the tower. Ramp areas, hot cargo pads and helipads are not controlled by the tower, but access to and from them may be.

Controlled Area—Flightline driving in controlled area is permitted without any special permission or

procedures, but all normal flightline driving procedures apply. Controlled areas are aprons A, B, C and D.

Restricted Area—Flightline driving in restricted areas requires special access and permission. Line badges must be displayed whenever operating in a restricted area. Entry and exit must be at designated entry control points (ECP). Security Police are authorized use of deadly force as necessary in these area. Restricted areas are E apron and the New Mexico Air National Guard (NMANG) ramp.

Attachment 2**PROCEDURES FOR OPERATING CONTRACTOR AND COMMERCIAL VEHICLES ON THE FLIGHTLINE**

A2.1. Vehicles will not operate on taxiways or runways without two-way radio contact with Federal Aviation Administration (FAA) Tower. Vehicles without radio contact must be escorted by a vehicle having such contact.

A2.2. Vehicles will not be permitted on the flightline unless on a specific mission involving duties or tasks to be performed on the flightline. When operating on the flightline, vehicles will use the marked vehicle traffic lanes to the maximum extent possible. Drivers of vehicles needing to operate on unpaved areas of the flightline will ensure any foreign objects brought onto the paved areas by their vehicles are removed immediately.

A2.3. Vehicles and pedestrian traffic will give way to all operations involving movement of aircraft.

A2.4. Vehicles will not be driven within 10 feet of a parked aircraft, except when the aircraft is being serviced, loaded, or off-loaded. Spotters will be used to guide the vehicle's approach to the aircraft. Vehicles will not pass under any part of the aircraft. Vehicles will not be backed in the immediate direction of any aircraft except as authorized in certain towing, loading, or refueling operations. When it is necessary to back a vehicle toward an aircraft, a guide will provide instructions to the driver. Bumper chocks will be positioned to prevent vehicles from backing into the aircraft. When within 20 feet of the aircraft, all vehicles will approach parked aircraft from the front with the driver's side of the vehicle toward the aircraft.

A2.5. Under no circumstances will vehicles stand in front of or drive into the path of a taxiing aircraft except GUIDE or FOLLOW ME vehicles. Other vehicles will not be driven between the aircraft and its FOLLOW ME or GUIDE vehicles.

A2.6. For maximum personnel safety, vehicles will not normally stand, park, or be driven within 25 feet of the front of any aircraft with engines operating on or about to be started. Safe distances to the rear of a specific aircraft will be as published in applicable aircraft directives.

A2.7. General purpose vehicles will not operate at speeds greater than 15 miles per hour (MPH) while on the flightline; special purpose vehicle will not exceed 10 MPH; and no vehicle will operate in excess of 5 MPH when in close proximity of aircraft. During emergencies, fire and crash equipment, Security Police and ambulances may exceed speed limits with caution.

A2.8. Vehicle headlights shining toward a moving aircraft at night will be turned off immediately so the pilot will not be blinded. The vehicle's parking lights will be turned on so its position will be known. The headlights will remain off until the aircraft is out of range. Vehicles will use emergency flashers when parked on the flightline during hours of darkness or in inclement weather.

A2.9. Vehicle operators will ensure that all equipment carried on their vehicles is properly stowed and secured and that the vehicle is inspected for objects which could fall off and cause damage to an aircraft.

A2.10. Vehicles which must park on the flightline in other than designated parking spaces will have ignition turned off, brakes set, and gear lever placed in reverse (standard transmission vehicles) or park (automatic transmission vehicles) when the driver's seat is vacated. Keys will be left in the ignition.

A2.11. I have read and acknowledge the above information and restrictions on flightline driving. A copy of this letter will be in my vehicle at all times while driving on the flightline.

SIGNATURE AND DATE

NAME OF COMPANY

Attachments 3-5 are maps. These may be obtained by contacting 377 ABW OTM